

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

CONTRACTS AND PROCUREMENT ADMINISTRATION

**CLASS DETERMINATION AND FINDINGS FOR
A SINGLE AVAILABLE SOURCE CONTRACT**

CONTRACT NOS.: DCRL-2022-C-0023
DCRL-2022-C-0024

CAPTION: Trauma Informed Professional Parent(s) (TIPPs)

PROPOSED CONTRACTOR(S): Serena Parks, , Tiffany Mabry

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1700, 1701

2. MINIMUM NEED:

The District of Columbia, Child and Family Services Agency (CFSA, Agency), has a need for up to three (3) Trauma Informed Professional Parent(s)(TIPPs) licensed by CFSA to provide a residential setting with the capacity of up to two beds per home for twenty-four hours per day, seven (7) days a week to children/youth in the District's child welfare system. The period of performance shall be for a base period of one (1) year with four (4) option years.

3. ESTIMATED REASONABLE PRICE:

NTE \$153,874.72 per TIPP

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- a) On May 7, 2021, CFSA disseminated marketing materials in effort to promote TIPP to existing resource parents of both CFSA and its contractor, resource parents in the pipeline of being licensed, Foster and Adoptive Parent Advocacy Center, DC Metropolitan Foster and Adoptive Parent Association, Adoption Exchange Association, CFSA's Fostering Connections Newsletter and social media websites.
- b) Four (4) follow up emails were sent. A total of thirty-six (36) resource parents expressed an interest in attending CFSA's informational sessions. CFSA conducted five (5) information sessions attended by a total of twenty-five resource parents.
- c) Seven (7) out of the twenty-five (25) resource parents completed the applications to become TIPPs and were invited to interview. Six out of the interested seven resource

parents were existing CFSA resource parents. The interview panel consisted of four (4) TIPP Recruitment Panel Members. The interview consisted of two (2) parts and focused on:

1. Experience
2. Engagement
3. Flexibility/Adaptability
4. Communication
5. Conflict Resolution

- d) For the two existing CFSA resource parents, CFSA also looked at the average length of placement with each foster parent to gauge placement stability. The TIPP recruitment team also sought feedback from CFSA social workers that had worked with the existing CFSA resource parents. At the conclusion of this process, CFSA selected the resource parents.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Robert L. Matthews
Director

6. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. The Sole Source Determination and Findings was posted on the OCP website, http://app.ocp.dc.government_award/.asp for a period of ten (10) days; no inquiries were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract

Date

Tara Sigamoni
Agency Chief Contracting Officer

Date

Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine

that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George Schutter
Chief Procurement Officer